

Go from your desktop to the Print Shop

Earlier in the year PDMCS announced to our customers that they can submit print jobs electronically to the PRINTSHOP. This service has proven to be valuable, saving time and reducing errors.

If you have not taken advantage of the electronic printing service, it is not too late. Our print specialists can guide you through the process or you can follow the instructions below.

Here is how:

Before you submit your print job, take time to review your material for accuracy and coordination of pages. This will help avoid confusion and printing delays.

PLEASE NOTE:

PDMCS print specialists and the Docutech operator will NOT change content of print jobs. Print jobs in hard copy can still be delivered to Suite 1A-01 in Riverdale, MD, or Room 0755-S in Washington, DC.

WHAT IS THE PREFERRED FORMAT FOR ELECTRONIC PRINT JOBS?

PDF, a file format created by Adobe Acrobat, is the preferred format because it is the easiest of all the formats for the Printshop to use. PDF is a read-only file type. To create a PDF file, customers need to translate the document from the original format into PDF BEFORE sending it to PDMCS.

While PDF is the **preferred** format, documents created in MS Word or MS Powerpoint can also be submitted.

Please contact the following print specialists if you have questions related to this information:

Riverdale, MD: Tanya Bowling, 301-734-5908, tanya.c.bowling@aphis.usda.gov

Washington, DC: Anita McGrady, 202-720-4363, anita.mcgrady@aphis.usda.gov

Joan Van Chantfort, 301-734-8227, joan.a.vanchantfort@aphis.usda.gov